

Scheduled Drugs and Poisons

The Queensland Health (Drugs and Poisons) Regulation 1996 sets out detailed requirements for the use of scheduled drugs and poisons. The system of assigning these substances to one of eight schedules is in accordance with the Standard for the Uniform Scheduling of Medicines and Poisons. Where it is necessary to determine the category or schedule of drugs, the SUSMP should be consulted. Copies of the Standard are available for purchase through the [Therapeutic Goods Administration](#) website. Scheduling of poisons and drugs is also available through Chemwatch.

The full provisions of the legislation are complex and regulate the manufacture, packaging, labelling, storage, prescription, dispensing, sale/supply and use of these substances. Some key points are highlighted within this guideline. Major users of this group of substances should consult the [Queensland Health \(Drugs and Poisons\) Regulation 1996](#) for complete details or contact the Occupational Health and Safety Division for further information ohs@uq.edu.au.

Schedule 4 – Restricted Drugs (i.e. Prescription only medicines)

Schedule 4 of the Health (Drugs and Poisons) Regulation relates to Restricted Drugs. In addition to most of the S4 drugs, this schedule also includes 2 sub-categories of drugs:

- S4 Regulated restricted drugs (RRD's)
 - (RRD's defined in Part 3 of the Regulation e.g. thalidomide, clomiphene, clozapine); and
- S4 Restricted Drugs of Dependency (RDD's)
 - (RDD's defined in Appendix 8 of the Regulation e.g. barbiturates, diazepam).

RDD's follow the same procedures as outlined below for the rest of the S4 drugs (although issues such as keeping usage logs and appropriate storage are particularly important for RDD's). The regulations for RRD's are more similar to those for Schedules 8 and 9 substances. For the purposes of this guideline, restricted drugs will include RDD's.

Section 179A of the Regulation reads that for use in research or teaching at a University, the Vice Chancellor of the University is authorised to –

- obtain a restricted drug; or
- possess a restricted drug at the University; or
- supply a restricted drug to a member of the faculty or staff of the University

This authority may be delegated by the vice chancellor to another appropriately qualified officer of the university including academic and professional staff having appropriate qualifications, experience or standing and drugs and poisons officers.

When purchasing restricted drugs through external suppliers please complete the [endorsement letter](#) available on the OHS Division website advising of the Universities authority under section 179A and ensure it is signed by both the appropriately qualified officer or Drugs Officer.

Restricted drugs must be stored in a locked cupboard, dispensary, drawer, fridge, freezer or other part of a place to which the public does not have access. Where a restricted drug needs to be transported or used away from the place where a person works, it must be kept in a secure place under the appropriately qualified officer's personal control.

S4 drugs should be recorded on the [Schedule Drug Usage Log Form](#) which maintains records of the date, user's name, experiment, amount of drug received, amount of drug used, balance of drug and user's signature. Usage logs must be either electronic or in a bound book with numbered pages.

Researchers are reminded that an individual authority for the possession and use of regulated restricted drugs must be obtained from the [Queensland Health Department](#). Where a Drugs Officer has been appointed by the School, Institute or Centre, they should be consulted prior to applying for a permit.

Schedule 7 – Regulated Poisons

A person obtaining, possessing or using cyanide or strychnine must obtain a permit from Queensland Health for that purpose. [“Cyanide” includes potassium cyanide, sodium cyanide and any other inorganic salt of hydrocyanic acid, but does not include ferricyanide or ferrocyanide salts.] Please contact your Drugs Officer for information on applying for permits for Strychnine or Cyanide.

Schedule 7 pesticides have restricted availability, but may be purchased by primary producers, horticulturists and licensed pest controllers for use according to their registered purpose.

Regulated drugs and poisons must be stored in a locked cupboard, dispensary, drawer, fridge or freezer to which the public does not have access. Cyanides and strychnine must be kept by your School, Centre or Institute Drugs Officer in a locked cabinet that meets the requirements stated on the permit issued by Queensland Health.

Schedule 8 and 9 Substances

The Health (Drugs and Poisons) Regulation requires very strict control over the use of Controlled and Prohibited substances, even those covered by a general authority for their profession.

Where an S8 or S9 substance is being used in any way other than normal therapeutic purposes by a professional (e.g. research) covered by a group authority, an authority must be obtained from the Queensland Health Department.

Queensland Health permits issued to individuals for S8 and S9 substances will authorise the possession and use only and will be required for each proposed type of use of a controlled or prohibited substance.

All purchases of S8 and S9 substances must be made by your School, Institute or Centre Drugs Officer where the role has been appointed. S8 and S9 substances must be kept by your Drugs Officer and stored in a secure place, as approved by Queensland Health (ie. Drugs safe).

A drugs log must be kept by both the permit holder and the Drugs Officer authorised to dispense controlled and prohibited substances. The log must record full details of each transaction or use involving S8 or S9 substances and be signed on each occasion by the authorised user. The [Schedule Drug Usage Form](#) can be used for this purpose.

Records must be kept for 2 years and available on request to a Queensland Health Officer.

Records must meet the following requirements:

- Records must be bound (or alternatively a computerised system used)
- Pages numbered
- Separate page for each class or strength of substance
- Daily usage and progressive balances recorded
- Each transaction is recorded in chronological order
- Each transaction for each class of drug must include:
 - Date of transaction
 - From whom scheduled drug obtained
 - The use of the scheduled substance

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- Quantity or volume used or obtained
 - Quantity or volume in stock after transaction

Disposing of unwanted/expired scheduled drugs

Schedule 4 drugs including RDDs can be disposed of as clinical waste using the [University Clinical Waste Procedures](#).

Disposal of S4 RRDs, S8 and S9 substances, S7 strychnine and cyanides.

The Chemical Store should be contacted to make specific arrangement for the disposal of these categories of unwanted or expired substances. Their disposal should not be done through the standard Chemical Store waste procedures.

The scheduled drug logs should be updated and the final entry marked 'forwarded to Chemical Store for disposal'. A copy of this record should be included with the waste items. All items in the package must be cushioned and held sufficiently firmly to prevent damage in transit. There should not be contact between glass bottles within the package.

Dealing with unaccounted for drugs

Section 116A of the Queensland Health Drugs and Poisons Regulations requires that:-

If a person finds a discrepancy between the quantity or volume of a class of controlled drug kept by the person and the balance shown in the person's records for the drug, the person must immediately give written notice of the discrepancy to the chief executive of Queensland Health.

Please advise the Occupational Health and Safety Division of this event ohs@uq.edu.au.

Obtaining Permits

In addition to the requirements for secure storage, record keeping and safe handling there are specific authorities or permits which must be obtained for many of these materials. Specific authorities or permits must be obtained (and renewed every 2 years) from Queensland Health for the possession and use of:

- Cyanides
- Strychnine
- Regulated Restricted Drugs
- Schedule 8 substances (controlled drugs) used for non-therapeutic purposes.
- Schedule 9 substances

Please contact your Drugs Officer for more information on applying for permits. Individual permits will allow the researcher to use the controlled substance specified in the approval/permit. **The researcher will not be permitted to purchase drugs, as this delegation has been given to the Drugs Officer in your area.**

The Drugs Officer position in each School, Institute or Centre must also be individually registered with Queensland Health so that legally they can 'obtain' and have access to certain drugs (S8, S9, strychnine and cyanide) that are stored collectively at one central location (i.e. in a drugs safe). This approval also allows the drugs officer to 'possess' the drugs and then 'issue' them to other persons in the University that have Queensland Health approvals to 'use' the drugs in their research projects.

Purchasing from the UQ Science Store

The UQ Science Store (UQSS), formally the Faculty of Science Chemical and Consumables Stores, maintains an online catalogue of selected scheduled substances on UQeMarket. UQSS will continue to supply a limited number of scheduled substances not currently available through other suppliers on UQeMarket.

The following prohibited and restricted scheduled substances can be purchased through the UQSS:

- Dolorex (Butorphanol) 10ml
- Ketamine 50ml
- Ketamine (Ketamav) 100mg/ml 20ml
- Morphine 30mg/ml, 5 x 1ml
- Temgesic 5 x 1ml
- Ampicillin Sodium Salt 5g
- Chloral Hydrate 500g
- Chorulon 1500IU 5 x 5ml
- Dopamine Hydrochloride 25g
- Folligon 1000IU 5 x 5ml
- Heparin 5000IU 5 x 1ml
- Hygromycin B 50mg/ml 20ml
- Isothesia (Isoflurane) 250ml
- Lethabarb 325mg/ml, 500ml
- Lignocaine (Ilium) 20mg/ml, 100ml
- Penicillin Streptomycin 100ml
- Penicillin Streptomycin 5000UG 100ml
- Penicillin Streptomycin Glutamine (100X) 100ml
- Tamoxifen 1g
- Tamoxifen 5g
- Xylazil 20 50ml
- Xylazil-100 (Ilium) 4 x 50ml
- Zoletil 100 Verbac 500mg

Instructions on how to buy from UQ's internal stores on UQeMarket can be found on the [FAQs page](#), under UQ Internal Stores. All applicable Queensland Health permits will need to be supplied to UQSS staff before your order will be processed.

Forms

To assist in the ordering of drugs, applying for permits through Qld Health and maintaining effective logs of drug usage, a number of forms are available to assist Schools, Centres and Institutes. These forms are available through your Drugs Officer or the Occupational Health and Safety Division website [Drugs and Poisons page](#).

University Drugs Officers

The University has a number of drugs officers appointed to ensure the ordering, possession and use of drugs is performed in accordance with the Queensland Health (Drugs and Poisons) Regulations. If you are unaware of the Drugs Officer in your local area contact your local Workplace Health and Safety Coordinator/Manager for further information.

Details current Drugs Officers can also be found on the Occupational Health and Safety Division website [UQ Safety Contacts page](#).

Appropriately Qualified Officer

Section 179A of the Regulation reads that for use in research or teaching at a University, the Vice Chancellor of the University is authorised to –

- (1) To the extent necessary for use in research or teaching at a university, the vice-chancellor of the university is authorized to –
 - (a) obtain a restricted drug: or
 - (b) possess a restricted drug at the university; or
 - (c) give a restricted drug to a member of the faculty or staff of the university.
- (2) The vice chancellor may delegate the authority to the bursar or another appropriately qualified officer of the university
- (3) In this section – *appropriately qualified*, for an officer of a university, includes having the qualifications, experience or standing appropriate to the exercise of the power.

~~At the University, appropriate qualifications, experience or standing include the following:~~

- ~~• Being an appointed Drugs Officer~~
- ~~• Having a degree or post graduate qualification and/or recent experience in a drugs and poisons related area e.g. Chemistry, Veterinary Science, Nursing~~
- ~~• Having an appropriate level of authority within the local area e.g. School Manager, Supervisor~~

Refer to the VC Delegation instrument of 2019 ([Vice-Chancellor Instrument of Delegation \(staff login required\) \(PDF, 1.3 MB\)](#)) and [guidelines for exercising the drugs and poisons Vice-Chancellor delegation \(staff login required\) \(PDF, 131 KB\)](#).

Contact for Additional Information

For further information please contact the Occupational Health and Safety Division:

Phone: 3365 2365

Email: ohs@uq.edu.au